



822 West Liberty, Sumter, South Carolina 29151 * 1-800-688-4748 * 1-803-436-2640 * Fax: 1-803-436-2652

SWAN LAKE-IRIS GARDENS GAZEBO RESERVATION FORM

The City of Sumter welcomes you to Swan Lake-Iris Gardens. The Gazebo is available for the public to enjoy. In reserving the gazebo, you must agree to the following conditions:

GENERAL RULES:

- Leave the gazebo and surrounding area as you find them.
- Tape, ribbon, or soft wire is permissible in decorating, but TACKS, STAPLES, NAILS, OR BALLOONS ARE NOT ALLOWED. Flower stands are permissible.
- Tape-recorded music, a guitarist, violinist, etc., but NO AMPLIFIERS OR LARGE INSTRUMENTS.
- A maximum of (20) chairs are permissible for guests who are unable to stand for extended periods. Lawn chairs are preferred, but folding chairs are acceptable. **Keep in mind that most garden functions are "stand up."*
- ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN THE BLAND GARDENS.
- SMOKING IS PROHIBITED.
- Leasee may set up tables (not provided) or use the picnic tables already provided. Tents, canopies and other external structures are not permitted.
- Leasee may have a wedding and reception at the gazebo, but must be able to set up *and* depart within two (2) hours, as others may be waiting to use the gazebo.
- Activities must take place during operating hours of the park: 10:00 am – 6:00pm.
- NO REFUNDS DUE TO INCREMENT WEATHER.
- A two weeks cancellation notice is required and a new date can be rescheduled within 60 days
- Leasee is accountable for observance of the above conditions and conduct of guests with consideration to the surrounding residential area.

I _____ HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF SWAN LAKE GAZEBO WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.

Reservation Fee: \$50.00 per two hour increments

Cancellation Policy: The reservation fee is refundable if a 30 day written notice is received prior to the event. _____
initials

Event date *and* time

Name (print)

Event type

Number of Guests

Return Check Policy: \$25 fee for \$100 or less, \$30 fee for over \$100. All subsequent payments must be cash or credit and will include the returned check fee.

RENTAL APPLICATION
(Swan Lake Iris Gardens Gazebo)

(ALL QUESTIONS MUST BE ANSWERED)

Today's Date: _____ **Event Date Requested:** _____

Name of Organization: _____

Organization Phone: _____

Name of Person Responsible for Use: _____

Address:

Day Phone: _____ **Night Phone:** _____

Name of Person Responsible for Payment (If same as above please write same):

Name: _____

Address: _____

Phone: _____

Type/Details of Event:

Number of Attendees: _____ **Event Coordinator :** _____

FINAL REQUEST FOR RESERVATION
(Swan Lake Gazebo)

I have read the conditions for the use of the Swan Lake Gazebo and agree to see that all regulations are strictly adhered to and carried out. I am aware that violations of the regulations will result in vacating the premises immediately and/or not using the facility in the future.

<hr/>	<hr/>	<hr/>
(Print Name)	Signature	Date

<hr/>	<hr/>
(Signature of Visitors Center Staff)	Date

For Office Use and Refund Approvals:

Check#: <hr/>	Cash: <hr/>	Credit Card#: <hr/>
Exp. Date: <hr/>		VIN#: <hr/>

Payment Paid By:

Balance Due: <hr/>	Total Paid: <hr/>
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Reservation Fee Received:

 Revenue: 110-0000-364.44-12

Event date:

Event Information for Refunds: (Print all Information)

Name for Check to be made out to:

Address:

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Signature	Date